

## **LIBRARY TECHNICIAN II**

### **DEFINITION:**

Under general supervision, to perform paraprofessional library services and varied clerical tasks in a County Branch Library or Headquarters Division; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the next highest level, Library Technician III, in that the latter class may be in charge of a larger Branch Library or assist a professional librarian who is in charge of a branch or Headquarters Division, and from the next lower class, Library Technician I in that the latter does not supervise a library and is primarily involved in duties involving lesser responsibility.

### **EXAMPLES OF DUTIES:**

Charges and discharges books, periodicals, pamphlets, documents and other library materials on automated circulation system; answers questions and assists patrons in locating information by use of locally available basic reference materials; identifies and locates books, journal articles, etc. by using indexes, bibliographies, etc.; assists borrowers in the use of library facilities and resources; explains the services of the library to individuals; collects and accounts for fines, lost and damaged materials; types orders, receives and checks invoices for library materials; supervises and trains Library Technicians I, Library Pages, Library Substitutes, Departmental Clerks, and volunteers; assists the Library Technician III in preparing work schedules; processes and repairs books, newspapers, periodicals, pamphlets, and documents; assists in cataloging all types of library materials; maintains computerized library data bases on a computer terminal; processes inter-library loan requests; shelves library materials; maintains and operates audio-visual and office equipment; provides a variety of library services to attract the public to the library, including children's and young adult programs; writes news releases; under supervision, develops and maintains community relations through a wide variety of contacts with the community and Friends of the Library organization; assumes responsibility for the branch in the absence of the Library Technician III.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- County Library practices, operations and services.
- Information sources (print, audiovisual and computerized).
- Basic reference materials.
- Children's and young adult programming.
- Book classification system and arrangements.
- Alphabetical and numerical filing.
- Principles of supervision and training.
- Community relations and techniques.
- Rules of English grammar and spelling.
- Modern clerical, office and record-keeping practices.

- Standards office and audio-visual equipment uses and features.

**Skills and Abilities to:**

- Maintain simple records and files in alphabetical and numerical order.
- Communicate effectively with public/staff in both oral and written form.
- Work effectively and have good interpersonal relations with public/staff.
- Store, retrieve and purge information in manual and computerized environment.
- Compile, check, and verify data for accuracy and completeness.
- Update and maintain records, logs, rosters, and registers.
- Read, understand, follow, and explain to others, instructions, directives, policies and procedures.
- Operate office equipment such as photocopies, collators, binders, adding machines, typewriters, word processors, computer terminals, and microfiche/microfilm readers and printers.
- Maintain and operate audio-visual equipment.
- Follow written and oral directives.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which would demonstrate the knowledge, skills and abilities stated above. An example of qualifying education/experience is: Two (2) years or more of library work experience at the level of Library Technician I, or equivalent experience involving knowledge of general library practices or operations. Desirable education would include library technology and supervisory coursework.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Working Conditions:**

Occasional lifting of books and/or boxes weighing up to 50 pounds; pushing book carts weighing up to 200 pounds. May be required to stand for long periods of time. Most positions require extended periods of time at a computer terminal. Most branch positions may require evening and weekend work.

